



**Village of Lake Bluff, Illinois
Special Event Application**

Internal Use Only
Received: _____
Due (+21): _____

Event Name and Location: _____

Purpose / Description of Event (e.g. "Neighborhood Block Party"): _____

Expected Attendance: _____

Event Date(s): _____

How many people will be facilitating your event? _____

Setup Start Time: _____ Event Start: _____ Event End: _____ Tear Down End: _____

	Applicant	Event Manager / Primary Contact
Name:	_____	_____
Address:	_____	_____
	_____	_____
Phone:	_____	_____
E-mail:	_____	_____

<i>Some of the following may apply to your special event. Check all that apply and complete or attach any additional information required.</i>	
<input checked="" type="checkbox"/>	<p>Overflow Plans (Required)</p> <p>Describe what measures you will take if more attendees appear than anticipated:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<input checked="" type="checkbox"/>	<p>Traffic Plan (Required)</p> <p><u>Attach</u> a traffic and pedestrian circulation plan. For example, the plan should include the parking areas for attendees and circulation routes for vehicles and pedestrians.</p>
<input type="checkbox"/>	<p>Village Services</p> <p>Are any Village services, such as street closures, barricades, no parking signs, or police protection requested or anticipated to be necessary? <i>(The Village is not obligated to provide services.)</i></p> <p>_____</p>

<input type="checkbox"/> Alcohol Vending	<p>The Liquor Commissioner <u>may</u> authorize a liquor license for civic events. Is anyone requesting to serve or provide alcohol?</p> <p>_____</p>
<input type="checkbox"/> Food Vending	<p>The Village generally will <u>not</u> approve non-local food vendors serving on public property. All vendors must be licensed by the Village (\$100 / year) and the Lake County Health Department, and the Village's 1% food and beverage tax must be collected and remitted in accordance with law. Is anyone requesting to serve or provide food?</p> <p>_____</p>
<input type="checkbox"/> Amplified Sound	<p>If you intend to use speakers, amplifiers, microphones, or any other device that increases or amplifies sound, <u>attach</u> a description of the equipment proposed to be used and how and when it will be used.</p>
<input type="checkbox"/> Sanitation Services	<p>Do you plan to provide any sanitation facilities, such as portable toilets or handwashing stations? If so, attach a description or depiction of the locations of any such facilities.</p> <p>Date/Time Installed: _____ Removed: _____</p>
<input type="checkbox"/> First Aid	<p>Describe any first aid or medical services that will be available for participants in your event.</p> <p>_____</p> <p>_____</p>
<input type="checkbox"/> Temp. Signage	<p>If any signs will be erected during the special event, <u>attach</u>:</p> <ol style="list-style-type: none"> A description or depiction of <u>each</u> sign location. Drawings or photographs of <u>each</u> sign type, including construction/attachment method. Consent from any private property owners where signs are proposed. <p>When will the signs be installed? _____</p> <p>When will the signs be removed? _____</p>
<input type="checkbox"/> Insurance (May Be Required)	<p>Unless waived by the Village Administrator, applicants must provide and maintain insurance that meets the following requirements.</p> <ul style="list-style-type: none"> Comprehensive general liability: \$1,000,000 per occurrence and \$2,000,000 aggregate. Host liquor liability if liquor is served; or dram shop liability if liquor is sold with the minimum limit required by State law. Include this additional insured on a primary and non-contributory basis: <i>"The Village of Lake Bluff and its officials, employees, agents and volunteers."</i> ISO Endorsements CG 2026 and CG 2001 or equivalent. <u>Endorsements must be provided. Comments on the face of a Certificate of Insurance are not accepted.</u> <p>The Village's insurance provider has a program to provide insurance to event hosts. Go to irmarisk.org and click on "TULIP."</p>

Conditions of Permit, Waiver of Liability, and Hold Harmless Agreement

By signing this Application, the Applicant hereby acknowledges and agrees as follows:

1. Conditions

The Applicant shall comply at all times with all requirements of federal, State, and local laws, regulations, and ordinances (“Requirements of Law”) while hosting the special event, and that any violation of a Requirement of Law may result in immediate and automatic revocation of a special event permit. It is further understood that the special event permit shall be void if the Applicant does not comply with all requirements specified by the Office of the Village.

2. Release From Liability

The Applicant agrees to waive and relinquish any and all claims it has, or may have at any time against the Village and its officials, employees, agents and volunteers, including claims related to death, injury, damage, or loss which the Applicant has or may have in connection with, or related to the special event or the issuance of any permit pursuant to this Application.

3. Indemnity & Defense

The Applicant further agrees to indemnify, hold harmless, and, at the Village’s option, defend the Village of Lake Bluff, its officers, agents, and employees from any and all claims from injuries, including death, damages and costs, including, without limitation, attorneys’ fees, arising out of, connected with, or in any way associated with the special event or the issuance of a permit pursuant to this Application.

4. Insurance

Unless waived in writing by the Village Administrator, the Applicant shall provide and maintain at all times during the special event and for a period of no less than six months after, at its sole cost and expense, comprehensive general liability insurance with minimums of \$1,000,000 per occurrence for bodily injury; \$1,000,000 per occurrence for property damage; and \$2,000,000 aggregate. If liquor is served to attendees, the Applicant shall provide host liquor liability coverage; or, if the applicant is selling alcohol, the Applicant shall provide liquor liability (“dram shop”) coverage in the amount required by State law. The Applicant shall cause the Village to be named as an additional insured on the insurance policies described in this Paragraph on a primary and non-contributory basis. Such policies shall be in form, and from companies, acceptable to the Village.

Affidavit

I hereby affirm that all of the statements on this application and those in the attachments submitted herewith are true and complete under penalty of law.

Applicant: _____ **Date:** _____

Printed Name: _____

Other Resources for Special Event Hosts

- [**Advertising - Temporary Sign Permit**](#)
Separate approval is required for temporary signs advertising events.
- [**Advertising - Community Sign Board Permit**](#)
The Village hosts community sign boards at the intersection of Route 176 and Green Bay Road, as well as the intersection of Sheridan Road and McKinley Road. Reservations are accepted one year in advance.
- [**Solicitor’s Permit Application & Raffle Permit Application**](#)
- [**Insurance - Tenant User Liability Insurance Program \(TULIP\)**](#)
The Village’s insurance provider has a program to provide insurance to event hosts. Use of this program is not a requirement of hosting an event on Village property.
- [**Food Service - Lake County Health Department - Temporary Event Permit**](#)
Lake County Health must issue permits for all temporary food vendors.
- [**Liquor Service - Village One-Day Liquor License**](#)
The Village offers one-day liquor licenses that may be issued in connection with a special or private event.
- [**Liquor Service - State of Illinois Not-For-Profit Liquor License**](#)
Under some circumstances, a not-for-profit group may be able to vend liquor directly even though they do not hold a regular State liquor license. Both a Village and State special event license are required.